



Meter Reader

Department: Utilities

Class Code: 3512

EEO Code: 28

FLSA: N

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of routine difficulty reading water meter and recording volume used by residential or commercial consumers; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Walks and/or drives truck over established route and takes readings for meter dials; records readings electronically; maintains meter boxes; reads fire detector meters; maintains truck; inspects meters and connections for defects, damage and unauthorized connections; indicates irregularities electronically; maintains electronic meter reading devices; hands out notices for water tie-ins; checks for leaks for customers; cuts water off for broken services lines; re-sequences new meters within route, and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of knowledge of Chesterfield County; of operating and maintaining electronic meter reading equipment; working skill in accurately reading and recording meter readings; in applying the principles and practices of electronic meter reading; in safely operating a motor vehicle; in keeping meter boxes clean and in repair.

Ability to walk to location of meters; to lift meter covers; to bend and stoop; to accurately read meter dials; to work in adverse weather conditions.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma; or an equivalent combination of training and experience. Must possess a valid vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
